SCHOOL JURISDICTION EMERGENCY PREPAREDNESS RESPONSIBILITIES

The responsibility for protecting children at school rests with school authorities. Since each school system has its own specific operational procedures, only a general allocation of functions can be suggested here.

a. Each School Board should:

- Establish an Emergency Preparedness Committee.
- Issue policy regarding school emergency preparedness and contingency planning.
- Review and approve school emergency plans and related programs.
- Budget for an emergency preparedness program.
- Secure competent legal advice concerning the status of school personnel and school property in time of emergency and during drills and exercices.

b. Each Secretary Treasurer/Superintendent should:

- Make recommendations to the school board.
- Initiate and co-ordinate the emergency preparedness programs in the school division.
- Communicate policy decisions to local schools.
- Be informed about municipal emergency preparedness and ensure emergency planning co-ordination with local authorities.
- Organize required planning and in-service training for teachers and other related personnel.
- Review progress in emergency preparedness programs and stimulate any further activity that may be required.
- Contact Alberta Public Safety Services for assistance in preparing and implementing an emergency preparedness program.

c. Each School Principal should:

- Initiate and supervise the planning and implementation of an emergency preparedness program for the school.
- Establish a school emergency preparedness committee.
- Delegate emergency responsibilities to staff with regard to their special abilities and normal functions.
- Arrange for emergency preparedness materials for classroom instruction.
- Organize required planning and in-service training for teachers and other related personnel.
- Arrange for outside lectures and presentations.
- Keep the superintendent informed regarding emergency preparedness in the school.
- Inform parents about the school's emergency preparedness program and the evaluation of its adequacy.
- Be familiar with the community emergency response plan and utilize its information in the development of the school plan.
- Maintain records of all staff, students, bus drivers, volunteers, etc.

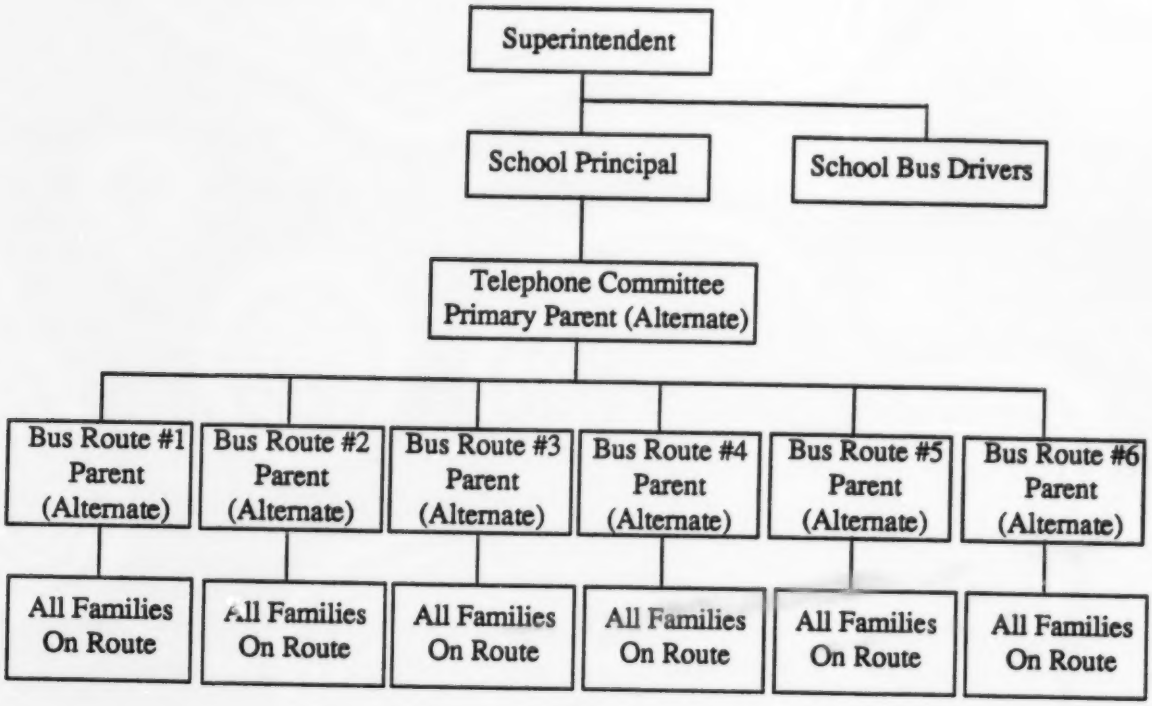
d. Each Teacher should:

- Participate in the development and implementation of an emergency preparedness program for the school.
- Provide instruction in the school's emergency preparedness programs.
- Integrate recent and pertinent emergency preparedness data into regular classroom instruction.
- Instruct students to develop confidence in their ability to take care of themselves and help others during an emergency.
- Be prepared to provide activities and leadership for children during periods of enforced confinement.
- Become familiar with minimum first aid procedures.
- Become familiar with the psychological basis for working with children under the stress of emergency situations.
- Maintain records of vital data for all classroom students and have such records readily available.

e. Other School Staff should:

- Participate in the development and implementation of the emergency preparedness program for the school.
- Become familiar with procedures necessary to carry out assigned emergency functions.

EMERGENCY SCHOOL CLOSURE
(SNOW PROGRAM)



Procedure:

1. School Division notifies schools and all bus drivers.

2. Principal calls primary parent or the alternate responsible for telephone fan-out.

3. Primary parent calls bus route parents or their alternates (one parent and one alternate assigned per bus route).

4. Bus route parents call each family listed in sequence on their assigned bus route. Where no response is received, the preceding parent is recalled and requested to meet the bus and take temporary responsibility for the children of the absent family.

PLAN OUTLINE

General

The purpose of this emergency preparedness plan is to ensure that the health and safety of students and staff at local schools is adequately protected in the event of an emergency. This plan, along with emergency education and training, comprises the essential elements of the emergency preparedness program.

Aim of Plan

To protect the health and ensure the safety of students and staff in the event of emergencies or disasters.

Authority

This plan has been approved and authorized by....

Emergency Response Organization

- Response organization is ...
- Control staff will consist of ...
- Responsibilities of the control staff are ...
- Emergency Control Centre located at ...

Communications System/Warning

- Public address system will be used for emergency announcements.
- Special warnings are ...
- Emergency announcements will be made by ...
- Action in the event of power outage will be ...

Emergency School Closing & Reopening Procedure

- Procedure is as follows ....
  (If procedure is too lengthy, describe it in a separate appendix.)

Emergency Procedures in case of Fire/Explosion

- Procedures are contained in Appendix ...

Emergency Procedures in case of Snowstorm

- Procedures are detailed in Appendix...

Emergency Procedures in case of Bomb Threats

- Procedures are outlined in Appendix...

Emergency Procedures for All Other Emergencies

Procedures for all other emergencies will be as for fire or snowstorm. If specific procedures are required for other (e.g. flooding, dangerous goods accidents) emergencies, they should be contained in additional appendices.

Evacuation Routes and Shelter Areas

- Evacuation routes and evacuee centres are shown on the map (diagram) in Appendix ....
- Shelter areas are shown on the map in Appendix...
- Instructions concerning specific evacuation and shelter areas for designated student groups will be given over the public address system, or by ...

Transport Arrangement

- The Transport Coordinator is responsible for ....

Information/Media

- The Information/Media Coordinator is responsible for ...

Emergency Contact List

- A list of essential emergency contacts is contained in Appendix ...

EMERGENCY CONTACT LIST

	NAME	TELEPHONE NO.	
		Bus.	Res.
Local Director of Disaster Services			
Superintendent			
Secretary-Treasurer			
Principal			
Vice Principal			
Transport Coordinator			
Information/Media Coordinator			
Other School Staff			
Police			
Fire			
Ambulance			
Hospital			
Radio/TV Station(s)			
Newspaper(s)			
Shelter Area(s)			

SUGGESTED LETTER TO PARENTS

The following letter has been designed to acquaint parents with the emergency preparedness program in schools and to enlist their support.

Since conditions vary in different localities, a letter written for one community may not be appropriate for another. In preparing such letters, consideration should be given to the size of the community and school; demographics and general characteristics of the community; and the objectives of the letter.

This letter is only a suggested model of what might be used when corresponding with parents.

Dear Parents:

In accordance with the government's emergency preparedness policy, we would like you to be aware that every possible precaution is being taken to ensure the safety of your children. We are co-operating very closely with our local authorities, Alberta Public Safety Services and Alberta Education in this activity.

Each school has prepared and implemented an emergency preparedness program which is designed to teach your children about emergencies and disasters. The program includes an emergency plan which provides for dispersal of pupils to their homes when circumstances permit, or for their retention at school or evacuation to alternate shelter when the situation warrants.

If emergency warning time is sufficient, children will be dispersed to their homes. Otherwise, they will be retained at school until conditions indicate that it would be safe to return them to their homes.

The school emergency plan was developed by the school's Emergency Preparedness Committee, through consultation with local Disaster Planning authorities and Alberta Public Safety Services.

It is our sincere hope that a serious emergency situation will never occur, however the implementation of the emergency program will help ensure the health and safety of your children under all anticipated emergency conditions.

Principal